

UNIT 1 > WORKING DAY p.7

▶ **Videos:** 1.1 Working day 1.4 What do you do?

1.1 > Daily tasks

Vocabulary: Jobs and tasks
Pronunciation: → The -s ending (p.96)
Communicative grammar: Facts and routines
Video: ▶ Working day
Task: Introducing yourself and talking about your job and routine

1.2 > A work plan

Vocabulary: Work tasks and activities
Reading and listening: ▶ Scheduling meetings
Writing: An email to schedule a meeting

1.3 > A survey

Reading: An employee survey
Communicative grammar: Questions
Pronunciation: → Questions (p.96)
Writing: A survey about facilities in the workplace

1.4 > Work skills: Talking about people and roles

Video: ▶ What do you do?
Speaking: Talking about people and roles

1.5 > Business workshop: We want to meet you ...

Reading: A webpage; an email
Speaking: Arranging to meet; an interview about your job; talking about your company and travel

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UNIT 2 > DOING BUSINESS p.17

▶ **Videos:** 2.1 The Good Eating Company 2.4 Agreeing contract details

2.1 > Orders and deliveries

Vocabulary: Orders and deliveries
Communicative grammar: Things you can and can't count
Video: ▶ The Good Eating Company
Task: Asking and answering questions about quantities

2.2 > Placing orders on the phone

Listening: ▶ An order by phone
Vocabulary: An order by phone
Pronunciation: → /i:/, /ɪ/ and /aɪ/ (p.96)
Grammar: can/can't
Speaking: Placing an order

2.3 > Email enquiries

Reading: Frequently Asked Questions (FAQs)
Pronunciation: → /tʃ/ and /dʒ/ (p.97)
Communicative grammar: Saying something exists
Writing: A response to an email enquiry

2.4 > Work skills: Making agreements

Video: ▶ Agreeing contract details
Speaking: Making agreements

2.5 > Business workshop: Planning a work party

Reading: Information from a catering company
Speaking: Comparing information about an order
Writing: reply to an order enquiry

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UNIT 3 > CHANGES p.27

▶ **Videos:** 3.1 How we started 3.4 How did the project go?

3.1 > A company's story

Vocabulary: A company's story
Communicative grammar: Talking about the past (1)
Pronunciation: → The -ed ending (p.97)
Video: ▶ How we started
Task: Completing a timeline

3.2 > New office

Vocabulary: Email phrases
Grammar: Giving instructions
Reading: An email about meeting room rules
Listening: ▶ A conversation about an office move
Writing: An email giving instructions

3.3 > Company performance

Reading: Past successes and challenges
Pronunciation: → /z:/ and /ɔ:/ (p.98)
Communicative grammar: Talking about the past (2)
Writing: An email describing successes and challenges

3.4 > Work skills: How did it go?

Video: ▶ How did the project go?
Speaking: Talking about projects

3.5 > Business workshop: Our first year

Reading: A timeline about a new company
Writing: Preparing for a move
Speaking: Asking questions about a new company; discussing a project

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UNIT 4 > TRAVELLING FOR WORK p.37

▶ **Videos:** 4.1 Away on business 4.4 Technical problems

4.1 > I'm flying to Tokyo tomorrow

Vocabulary: Travel arrangements
Communicative grammar: Talking about arrangements
Pronunciation: → /ŋ/, /ŋk/ and /n/. The -ing ending (p.98)
Video: ▶ Away on business
Task: Arranging a time to meet

4.2 > The 12.05 is delayed

Vocabulary: Airports and train stations
Reading and listening: ▶ Dealing with delays
Grammar: will/won't
Writing: Writing a text message about an announcement

4.3 > An update email

Reading: Emails to a project manager
Communicative grammar: Things happening now
Writing: An update email

4.4 > Work skills: Setting up a video call

Video: ▶ Technical problems
Grammar: Making suggestions
Speaking: Problems with teleconferencing
Pronunciation: → /tə/ and /eə/ (p.98)

4.5 > Business workshop: A business trip

Reading: Travel arrangements
Listening: ▶ A change in plans
Speaking: Arranging a meeting
Writing: Text messages giving updates

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UNIT 5 > ORGANISING p.47

▶ **Videos:** 5.1 Graduate Fashion Week 5.4 What do you think of the trade fair?

5.1 > Trade shows and exhibitions Vocabulary: Organising an exhibition Communicative grammar: Talking about intentions Pronunciation: → /æ/, /e/ and /ei/ (p.99) Video: ▶ Graduate Fashion Week Task: Talking about plans for a trade fair	5.2 > Phoning about a conference Vocabulary: Leaving a message Listening: ▶ Organising a conference Speaking: Taking and leaving phone messages	5.3 > Invitations Reading: Messages about an invitation Communicative grammar: Invitations with <i>would</i> and <i>want</i> Pronunciation: → /θ/ and /ð/ vs. /s/, /z/, /f/, /v/, /t/, /d/ (p.99) Writing: Informal messages of invitation	5.4 > Work skills: Socialising with clients Video: ▶ What do you think of the trade fair? Speaking: Socialising with clients	5.5 > Business workshop: The conference Speaking: Phoning to compare conference details Writing: An email about a conference Speaking: Making conversation at a conference dinner
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UNIT 6 > PRODUCTS p.57

▶ **Videos:** 6.1 Industry futures 6.4 How many do you want to order?

6.1 > Future products Vocabulary: Technology and the environment Communicative grammar: Speculating about the future Video: ▶ Industry futures Task: Talking about the future	6.2 > A problem with an order Listening: ▶ A problem with an order Vocabulary: Helping with a problem Pronunciation: → /ɑ:/ and /ʌ/ (p.99) Speaking: Phoning and answering as customer services	6.3 > The production process Reading: Environment and ethics Communicative grammar: Describing production Pronunciation: → /u:/ and /ʊ/ (p.100) Writing: A description for a company website	6.4 > Work skills: Placing an order Video: ▶ How many do you want to order? Speaking: Placing an order	6.5 > Business workshop: Buy natural Reading: A company website about ethical products Speaking: Placing an order; making a complaint about an order
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UNIT 7 > COMPETITION p.67

▶ **Videos:** 7.1 Comparing sports cars 7.4 Our products and services

7.1 > Should I upgrade? Vocabulary: Product qualities Listening: ▶ Talking about using a product Communicative grammar: Comparing (1): comparatives Video: ▶ Comparing sports cars Task: Comparing two models	7.2 > Services Vocabulary: Fees Pronunciation: → /əʊ/ and /aʊ/ (p.100) Listening: ▶ Comparing recruitment agencies Writing: An advertisement for services	7.3 > The best providers Reading: An email comparing services Communicative grammar: Comparing (2): superlatives Writing: An email summarising survey results Pronunciation: → /p/, /b/, /f/ and /v/ (p.100)	7.4 > Work skills: Presentations Video: ▶ Our products and services Speaking: Presenting	7.5 > Business workshop: The big contract Reading: An email about a trade show Speaking: Giving presentations Writing: A summary email giving a recommendation
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UNIT 8 > JOBS p.77

▶ **Videos:** 8.1 Skills and experience 8.4 The job interview

8.1 > Work experience Vocabulary: Skills and personal qualities Communicative grammar: Talking about experience Video: ▶ Skills and experience Task: Asking and answering interview questions	8.2 > The best person for the job Vocabulary: Job requirements Listening: ▶ Choosing job candidates Pronunciation: → The vowel /ɒ/. The letter 'o' as /ɒ/, /əʊ/ and /ʌ/ (p.101) Speaking: Describing and comparing candidates	8.3 > Professional profiles Reading: A professional profile Communicative grammar: Talking about experiences and completed past events Pronunciation: → Silent letters (p.101) Writing: An employee profile	8.4 > Work skills: A job interview Video: ▶ The job interview Speaking: Job interviews	8.5 > Business workshop: The interviewer and the candidate Speaking: Interview questions; choosing the best candidate for the job
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